



December 19, 2018

Via Email: 63680-61152527@requests.muckrock.com

Louise Matsakis
MuckRock News
DEPT MR 63680
411A Highland Ave
Somerville, MA 02144-2516

RE: FOIL Request #2305

Dear Ms. Matsakis

Please be advised that we require additional time to complete our response to your FOIL request dated November 13, 2018. We will provide you with a status update on or before January 18, 2019, if we have not completed our response by then.

Thank you for your courtesy in this matter.

Very truly yours,

A handwritten signature in black ink, reading "Keather Papa", is positioned above the typed name and title.

Keather Papa
FOIL Counsel
Acting Records Access Officer